



HUMAN RESOURCES NEWSLETTER

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CalPERS OPEN ENROLLMENT

It is that time again! Open enrollment for medical benefits is from October 1, through October 31, 2003. New changes are effective January 1, 2004. So between today and Halloween you can change your medical insurance carrier and the change is effective New Year's Day. Easy to remember! Remember there is no cost to you. The Town of Colma pays the entire premium on your behalf.

New Monthly Premiums	Single Coverage	Double Coverage	Family Coverage
Blue Shield	\$315.22	\$630.44	\$819.57
Kaiser	\$305.42	\$610.84	\$794.09
PERS Choice	\$349.41	\$698.82	\$908.47
PERS Care	\$544.77	\$1,089.54	\$1,416.40

Benefit Change	Blue Shield	Kaiser	PERS Choice/CARE
Emergency Room Co-Pay (Waived if admitted)	\$25 to \$50	\$35 to \$50	Remains at \$50
Non-formulary drugs Co-Pay (Retail/Mail)	\$30 to \$45 retail \$45 to \$75 mail	\$5 generic \$15 brand	\$30 to \$45 retail \$45 to \$75 mail

If you have any questions regarding changing your coverage please contact Human Resources, X306.

YIPPEE!!! FREE!!! RETIREMENT WORKSHOPS

Reserve your space by NOV. 3
Workshops in the San Mateo Area
December 1 – 5, 2003
Call: (877) 720-7377

NEED HELP WITH CalPERS BENEFITS? Retirement & Medical

CalPERS Service Center – (888) 225-7377
Colma Human Resources – (650) 997-8306

HAVE YOU UPDATED YOUR PERS BENEFICIARY LATELY?

VSP – Your Vision Carrier

VSP wants you to know that they have a grievance procedure in the event you have complaints or compliments with the personalized care and service VSP provides. You can reach VSP through their Member Services Department, (800) 877-7195.

Please check your paycheck to be sure your address and social security number are correct. Thanks!

Web Site Access: www.calpers.ca.gov

OUCH! Hurt on the job? What

to do to PROTECT YOUR RIGHTS.

GO IMMEDIATELY TO THE NEAREST EMERGENCY ROOM IF YOUR INJURY IS LIFE THREATENING.

WITHIN 24 HOURS report all work related injuries or illnesses to your immediate Supervisor. If your supervisor is not available contact Human Resource Services, 650/997-8306, and leave a voicemail message, if necessary. Include:

Who – Your name
What – What body part(s) is hurt or what illness you have contracted
Where – The location of the accident
When – The date and time
Why – What were you doing?
How – What caused the accident or illness

Your supervisor will help you to complete one quick form, even if first aid is all that is needed.

- SCIF 3301 is the initial report of what happened. The form includes the information you will need to receive treatment from a physician. Your supervisor will give you a temporary copy to take immediately. Human Resources will provide you with a “completed” copy for your records after processing. If you are simply putting a Band-Aid on a cut please complete the form. Later you may decide to see a physician and your report of the injury will have been timely.

With your temporary SCIF 3301 in hand, you have two choices.

1. LIFE THREATENING INJURY? GO TO THE NEAREST EMERGENCY ROOM.
2. IF you have a pre-designated personal physician who accepts Workers' Compensation cases go directly to their office for treatment. Forms to “pre-designate” are available from Human Resources.

3. Otherwise, you MUST go to one of the pre-approved occupational treatment centers listed below for treatment during the first 30 days of your injury/illness treatment. NO appointments are needed but they are advised if time allows.

Pacific Occupational Health Clinic
Kaiser Occupational
3 So. Linden Avenue
Bayhill Shopping Center
South San Francisco, CA 94080
801 Treager
650/589-2647
San Bruno, CA 94066
Hours: M-F 7:30 a.m. – 7:00 p.m.
Hours: M-F 8:30 a.m. – 5:00 p.m.

Seton Hospital Medical Center,
Occupational Health
1900 Sullivan Avenue, Daly City, CA
94014
650/991-6647
Hours: M-F 8:00 a.m. – 5:00 p.m.

Injuries occurring on Saturday, Sunday or after hours go directly to
Seton Hospital Emergency Room.

Watch for more on Safety...coming to your mailbox soon!

**Check out the Town of Colma Web
Site at www.colma.ca.gov**

Take care and stay safe! Eileen M. Wilkerson